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**To:** [Career Deputy Assistant Administrators](#); [Leadership Deputy Associate Administrators](#); [Leadership Assistant Administrators](#); [Leadership Regional Administrators](#); [Leadership Deputy Regional Administrators](#); [Leadership Associate Administrators](#); [Leadership Deputy Assistant Administrators](#); [Deputy Regional Counsels](#); [Regional Counsels](#); [Regional FOIA Officers](#); [FOIA Coordinators, Officers, and Alternates](#); [EPA FOIA Community](#)  
**Cc:** [Chaudhary, Dimple](#); [Hope, Brian](#); [Joffe, Brian](#); [OGC NEO](#); [Vendinello, Lynn](#); [Gross, Louann](#); [Wachter, Eric](#); [Weaver, Susannah](#)  
**Subject:** November 2021 EPA FOIA Backlog Report  
**Date:** Tuesday, November 9, 2021 12:54:24 PM  
**Attachments:** [image005.png](#)  
[image007.png](#)

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Colleagues,

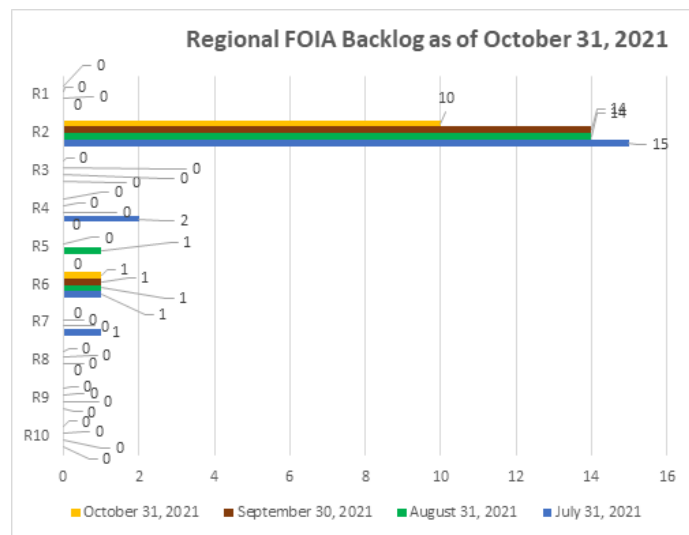
This email provides information on the Agency's backlog of overdue FOIA requests – specifically, it provides detail regarding the end of fiscal year 2021 results for each office and the current status at the end of October 2021. Notably, the Agency's backlog of overdue FOIA requests declined significantly in September to produce 24% reduction from the beginning of the fiscal year. Overall, the Agency's backlog of overdue FOIA requests went down by the end of October to 1,044 from 1,056 at the end of September.

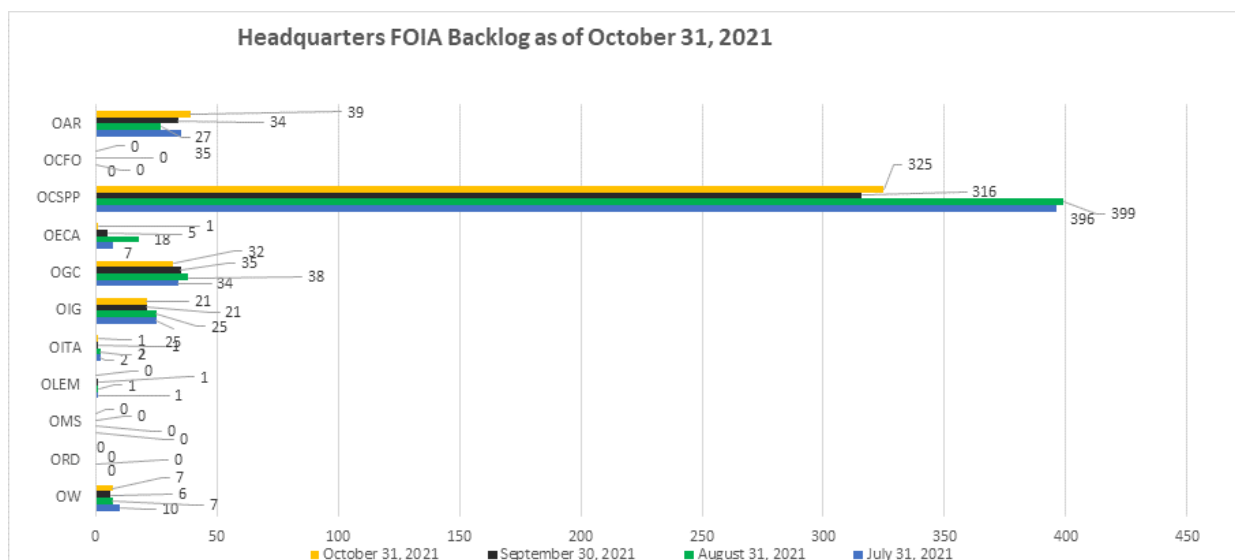
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**Congratulations for a zero backlog at the end of October to OCFO, OLEM, OMS, ORD and Regions 1, 3, 4, 5, 7, 8, 9, and 10.**  
**Congratulations also to the following additional offices for a backlog below five: OECA, OITA, and Regions 6.** Maintaining these low numbers is critical to the Agency's overall commitment to transparency and the specific objective to eliminate the FOIA backlog. Notably, the Regions collectively received 42% of the FOIA requests assigned for response in FY 2021 and have been able to keep their backlog of overdue requests below 20 for more than four months.

#### **End of October Overdue FOIA Data**

The charts below show the number of overdue FOIA requests in EPA headquarters program offices and the regions at the end of the most recent four months: October, September, August, and July, 2021. The Office of the Administrator reduced its backlog to 618 at the end of October.





For this report, overdue FOIA request is defined as a FOIA request pending for more than 20 working days as of the end of the month or beyond an applicable due date extension that has been documented in FOIAonline (by agreement, proper notice of unusual circumstances, or notice of clock stoppage for clarification or fee assurances that is recorded as a due date extension). Please note that this definition of the backlog is different from the definition required for the Agency's annual report to the Department of Justice, which does not take into account unusual circumstances extensions beyond 10 days or other statutorily authorized due date extensions documented in the FOIAonline tracking system.

The July data in this report was generated from FOIAonline on August 2; the August data on September 1; the September data on October 1, and the October data on November 1, 2021. If you would like to discuss the data, what additional data you would like to see reported, or to discuss ideas on how we can more rapidly reduce the Agency's FOIA backlog and more effectively meet the Agency's FOIA responsibility, please contact me at [epp.timothy@epa.gov](mailto:epp.timothy@epa.gov) or at (202) 564-2830.

Tim

**Timothy R. Epp**

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